

**Town Mayor/Council
Work Session- 7:30 PM
Monday, June 3, 2019
Municipal Building
Meeting Minutes**

Call to Order- 7:34 PM

Roll Call CM Barnes, CM Washington, CW Noble, CW Mann, CW Hines, Mayor Muhammad present; CM Kennedy II arrived at 7:37 PM.

Moment of Silence

Pledge of Allegiance

Approval of Agenda: Motion by CM Washington to approve the agenda; seconded by CW Hines; all in favor; motion passed.

Approval of May 15, 2019 Meeting Minutes: Motion by CW Hines to approve the minutes; seconded by CM Washington; all in favor; motion passed.

Public Period: Mr. Larry Stoner asked about the completion timeline for the Police and Public Works building at 606 Modoc Lane.

Staff Reports

Treasurer's Report: Status report of the Town's finances for the month of May 2019 were distributed to the Mayor-Town Council.

Public Works Director: CW Noble asked if the Public Works department would address speed bumps and what they would do; Mr. Vaughn answered that he had bought paint for the speed bumps.

Circuit Rider: CM Washington asked about how much the solar panel grant would be; Mr. Mosley answered that we would be reimbursed by the MEA for approximately \$13,000.

Code Enforcement: CM Barnes asked about no parking signs placed on Ottawa Street.

Ombudsman: Report – Status report of the Police Department for the month of March 2019 was distributed to the Mayor-Town Council.

Chief of Police: Police Chief Rease detailed progress towards 24 hours coverage. The FHPD this month issued 407 traffic citations, 20 parking citations, 16 arrests, collected \$9,410 for fines and fees, impounded 69 vehicles, and wrote 7 full reports. CM Barnes asked about putting cameras on dead end streets. The Chief described the steps taken to replace and relocate active cameras accordingly.

Report of Mayor/Council

Mayor's Report: Announced Budget hearing for FY2020 for Thursday, June 13, 2019 at 6:30 PM. The Mayor thanked CM Kennedy II, CW Hines and the staff who had coordinated Kids to Parks Day.

Ward I Report: CM Washington received feedback and compliments about the increased police patrols. He thanked the Chief for coordinating with MNCPPC to increase park police presence. Announced the reformation of the Neighborhood Watch.

Ward III Report: CW Hines thanked everyone for Kids to Parks Day. CW Noble reported that some residents were concerned about lack of attention.

Legislation

Resolution 32-19- A Resolution for the adoption of amendments to the Town Employee Handbook regarding the use of Town laptops, cell phones and smartphones; and generally relating to the electronic access policies; motion by CM Kennedy II to waive the full reading; seconded by CM Washington; discussion; no vote

Resolution 33-19; A Resolution for the adoption of amendments to the Town of Forest Heights Police Department General Orders Program; introduced by CW Mann. Motion by CM Washington to waive the full reading; seconded by CW Hines; discussion; Attorney Best noted that the legislation had composition problem and needed to be redrafted; he suggested making changes and submitting it at the next meeting.

Resolution 39-19. A Resolution to accept Francis J DiSalvo, CPA to perform the year ending June 30, 2019 audit for the Town of Forest Heights; introduced by Mayor Habeeb-Ullah Muhammad. Motion by CM Washington to waive the reading; seconded by CM Kennedy II; all in favor; discussion. CW Noble asked how long the CPA had been in service, and if the auditor could be changed periodically. CM Kennedy II asked the Town Attorney if there was a legal requirement to change auditors. Attorney Best said that there was no requirement.

Resolution 40-19 A resolution to award a bid for the Town's milling and resurfacing project along Fox Way, Seneca Drive, and Ottawa Street to Choice Concrete Construction Inc; and generally related to procurement for a public street reconstruction project; introduced by Mayor Habeeb-Ullah Muhammad; motion by CM Kennedy II; seconded by CM Washington to waive the full reading; all in favor; discussion. Linwood Robinson outlined the project's objectives. These were identified as 3 of the worst streets in town that had the greatest need for attention. Parts of each road would be repaired. CW Noble asked why it couldn't be fixing one road in its entirety. Mr.

Robinson replied that the grant was for \$1 million and was not enough to do that. The priority was also to address the worst segments of each road to make it passable. CW Noble asked if the Town was using a civil engineering report to determine need. Mr. Robinson said the Town was using reports and working with Pennoni Engineering. CM Barnes noted that Ottawa was almost complete and asked to have a particular section finished. Mr. Robinson explained the recommendation of Choice Concrete. They were totally responsive to the parts of the bid and would provide what the Town needed. Mr. Vaughn said the Town needed the manhole risers because it brings the utilities to the level of the surface pavement. CW Mann wanted the Town to pursue a grant for concrete curb replacement from the Department of Housing Community Development. Mr. Robinson replied that the process was in development. Addressing questions about being in contact with WSSC and utility companies, Mr. Vaughn said that since it was going down 2 inches it would not apply. There is an issue of stormwater runoff with these roads. This also factors into costs for the roads.

Ordinance 03-19 (3rd Reading)An Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland revising an article 15-Parking and Traffic of the Town Ordinance Code; by changing, adopting amending or readopting certain provisions of said article, including adopting revised Section 15.2-Definitions to include definitions of: commercial trailer, heavy commercial trucks and light commercial trucks; and by adopting a revised Section 15.3.4- Parking Restrictions for commercial and recreational vehicles and trailers on private property; and by amending 15.13- Penalties: Fees to provide a modified penalty for violating said Section 15.3.4; and generally relating to the regulation of traffic and parking within the Town of Forest Heights; introduced by Mayor Habeeb-Ullah Muhammad. Motion to table to June 19, 2019

New Business--None

Closed Session Motion by CW Hines to go into closed session seconded by CM Washington; all in favor; motion passed at 8:32 PM. Opposed Nay

Mayor Muhammad, CM Calvin Washington, CM Robert Barnes, CM Johnathan Kennedy II, CW Paula Noble, CW Taunya Hines, CW Cynthia Mann, Mr. Robinson Town Administrator, Mrs. Sherletta Hawkins Town Clerk and Town Attorney Kevin Best, Police Chief Rease.

TOPICS TO BE DISCUSSED: 606 Modoc Lane (Police and Public Works Building) Forest Heights MD

REASON FOR CLOSING:

State Government Article Section 10-508(a):

7. [X] To consult with counsel to obtain legal advice on a legal matter.

Persons attending closed session: Mayor Muhammad, CM Calvin Washington, CM Robert Barnes, CM Johnathan Kennedy II, CW Paula Noble, CW Taunya Hines, CW Cynthia Mann, Mr. Robinson Town Administrator, Mrs. Sherletta Hawkins Town Clerk and Town Attorney Kevin Best, Police Chief Rease.

Action Taken: Resolution to terminate the contract with CTI, Strategies First/Monument Enterprises will need to take place.

Move to adjourn the closed session at 9:44 p.m. (7) Ayes all in favor.

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Adjourn at 9:50p.m.